



# Internal Controls Checklist

## Cash

Activity: *Aquatics*

Page of 3

QUESTION	YES	NO	NA	REMARKS
<b>EVENT CYCLE 1: Issuance and Acceptance of Responsibility</b>				
Does the activity have a change fund?	X			50.00 Kept in the Drawer
Has the change fund custodian signed documentation for acceptance of the fund?	X			
Does the activity have a petty cash fund?		X		
Has the petty cash fund custodian signed documentation for acceptance of the fund?			X	
<b>EVENT CYCLE 2: Physical Security</b>				
Are all cash funds secured in a locked container when not in use?	X			Locked in Cash Drawer during operating hours, IN SAFE while closed
Are opened safes attended at all times?	X			
Are documents posted showing personnel with access to the safe(s)?	X			
Is the number of persons with container access limited to four per AR 600-50?	X			YES, MANAGER, ASSISTANT LIFEGUARD STAFF
Are combinations and/or locks changed annually, when a change in authorized personnel occurs, or security is compromised?	X			If Keys are lost
Is the chain-of-custody over funds always maintained by use of DA Form 4082 or other documentation?	X			DAR is used
<b>EVENT CYCLE 3: Sales / Change Fund Operations</b>				
Are cash registers or pre-numbered receipts used to record all sales?	X			RecTrac
Are pre-numbered forms controlled and accounted for?			X	
Are all sales individually rung on cash registers?	X			RecTrac
Are cash registers operated with the drawer closed between sales?	X			CLOSED IMMEDIATELY AFTER SALE
Is access restricted to the setback and read keys for each cash register?	X			RecTrac
Are overrings and underrings noted on register tapes, initialed by supervisor, and adjusted from sales?	X			RecTrac
Are cash overages and shortages reported on DA Form 4082? Are they tracked and evaluated when necessary?	X			DAR'S / RecTRAC



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Page 2 of 3

Are register readings made by someone other than the register operator?	X			RecTrac
Are register readings made whenever the operator changes duty?	X			Different log on ID's for staff
Are cash register readings taken only by the activity manager or the manager's designee?	X			RecTrac
Are cash register cumulative readings only cleared at month-end?	X			RecTrac
Are the sales amounts displayed on cash registers visible to customers?	X			
Are receipts provided to customers?	X			Customer get copy
<b>EVENT CYCLE 4: Deposit &amp; Reporting Procedures</b>				
Are receipts deposited daily, or for small activities whenever cash on hand reaches \$200 or weekly?	X			To BANK & CAO
Are night deposit bags used for night and weekend deposits?	X			
Are military escorts obtained for all deposits exceeding \$5,000?	X			IF NEEDED
Are checks listed separately on bank deposit slips or a machine tape attached to the deposit slip?	X			RecTrac / Bank Deposit Slip
Are register tapes retained and submitted to the accounting office with the daily activity report?	X			Kept on file in office & sent to CAO



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Page 3 of 3

EVENT CYCLE 5: Surprise Cash Counts				
Are surprise cash counts made on all cash funds, to include registers in operation, at least quarterly?	X			Kept on file Chief FMD & At Activity
Are all funds maintained by the activity counted at the same time?	X			
Are cash receipts on hand included in the cash count?	X			
Are cash counts documented to show the denomination of cash counted and the checks or petty cash receipts considered?	X			Reconc, DAR
Is the amount of cash counted reconciled to authorization and cash receipt documents?	X			
Does documentation show that all discrepancies were resolved?	X			ON FILE

I have reviewed this checklist. The controls prescribed are in place and operational except as noted in the remarks.

*Michael Carlomany* 3/29/04  
Activity Manager Signature Date

*Michael Carlomany*

*Ronald D. Tinsley* 1 APR 04  
Reviewing Supervisor Date